



United States Department of State

*Bureau of Human Resources
Office of Retirement
Room H-620, SA-1
Washington, D.C. 20522*

FS FINAL EMPLOYEE CHECK-OUT PROCEDURES **(FOR STATE DEPARTMENT EMPLOYEES ONLY)**

Please complete the **final/salary lump sum leave portion** of the **Correspondence/Check Address** form (DS-5006) to advise HR/RET where your final salary and lump-sum payment should be sent.

If you are coming into the Department for consultation prior to retirement or retiring in this area, please hand-carry the DS-8, Fiscal Clearance for Final Salary Payment, and the DS-8a, Administrative Clearance, both initiated by post, and report to HR/RET, Room H-620, SA-1 to complete processing of these documents. You will need to turn in your Department I.D. Card, cancel **ALL** diplomatic passports, and complete DS-1707, Leave & Consultation Report (if applicable).

Should you proceed directly from post to your separation address, your Department I.D. Card should be turned in at post prior to departure and your diplomatic passports should be sent by certified mail upon arrival in the U.S. to HR/RET for cancellation and return to you. Please complete the enclosed Passport Distribution Form.

RETIRED I.D. CARD

Please return the signed card to HR/RET with a recent photograph no larger than 1-1/4 inch by 1-1/4 inch in size. If assigned to the Department, returning for consultation, or retiring in this area, we will arrange to have a photograph taken in the DS I.D. Unit. The completed card will be either presented to you or mailed to your correspondence address.

SEPARATION MEDICAL EXAMINATION

If you are Foreign Service world-wide available, it is recommended that you initiate the separation medical for yourself and your eligible dependents through M/DGHR/MED (Tel: (202) 663-1779). FYI: The Medical Unit has moved from the Main State building and is now located over in SA-1, which is in Columbia Plaza, and located in L-201. While this medical examination needs to be initiated PRIOR to your effective date of retirement, it may be completed after you retire.

OFFICE OF WORKER'S COMPENSATION, DEPARTMENT OF LABOR
OWCP

During the course of your Foreign Service employment, did you sustain an **illness or injury** while in the performance of your official duties while serving abroad? If so, was notification of such injury or illness filed with **OWCP**?

Since many Foreign Service employees receive cost-free medical care overseas under provisions of the Foreign Service Act and may be covered under their health benefits program, they tend to overlook the following important reasons for submitting OWCP claims:

1. Eligibility for Foreign Service Act medical coverage under most conditions expires on separation from the Foreign Service, whereas OWCP coverage applies for the duration of the disability, as long as the job-incurred nature of the disability has been properly established, and
2. OWCP compensates employees for lost wages during periods of leave-without-pay as a result of job-incurred disability.

If you have any questions concerning the Worker's Compensation Program, you should contact your agency's Worker's Compensation Coordinator (for State employees: Ms. Anita Brown, SA-1; (202) 261-8171, or the Medical Division; (202) 663-1779, SA-1, Room L-201, Department of State, 2901 E Street N.W., Washington, D.C. 20037.

FOREIGN SERVICE RETIREMENT CHECKLIST
(STATE EMPLOYEES ONLY)

_____ Submit to HR/RET completed forms, DS-5004, Application for Retirement, and OF-126, Residence & Dependency Report.

_____ If at Post, transmit a telegram to RET prior to your date of retirement with the following information: (1) Whether you will retire at Post or in the Department. Any request for consultation prior to retirement needs to be approved by HR/CDA; (2) Your address(es) for correspondence and lump-sum payments; and (3) Your travel itinerary in order that RET may transmit your initial retirement package (annuity roll forms).

_____ Upon receipt of your retirement applications, RET will process approval of your retirement, provide you with the initial retirement benefit letter, and initiate the necessary SF52, Request for Personnel Action/retirement.

_____ Travel orders for you and your eligible dependents will be processed by your HR/CDA personnel technician. Information on travel to your separation address/shipment of your effects may be obtained from your HR/CDA technician and the Office of Transportation, OPR/ST.

_____ Please initiate your **separation medical examination** for yourself and your eligible family dependents **prior** to your effective date of retirement by contacting **M/MED directly (Telephone (202) 663-1779.)** The separation medical may be taken at post if there are adequate facilities.

_____ **RET's annuity roll processing forms must be returned to your Retirement Counselor no later than 15 days before your effective date of retirement.**

_____ Diplomatic passports for you and your eligible dependents will need to be canceled prior to your effective date of retirement. Please have them canceled at the Passport Office, **Room 1252**, and show the canceled passport(s) to your RET Retirement Counselor.

_____ If retiring from the Department, your State Department ID Card must be turned in to your Bureau Executive Office on your last day, and you need to complete the OF-109, Separation Statement.

_____ If retiring from Post, forms OF-109, Separation Statement/with ID Card, DS-8, Fiscal Clearance, and DS-8A, Administrative Clearance, need to be transmitted by Post to RET.

_____ Upon arrival from post for consultation prior to retirement or to attend the Retirement Seminar, please submit your completed DS-1707, Leave & Consultation Report to your HR/RET Retirement Counselor.

_____ A retired ID Card will be issued to you by RET.

_____ Senior officers subject to the Financial Disclosure Report must file with L/EP/FD the Certification Statement and the SF-278, Termination Report, upon retirement. **The completed SF-278 is due within 30 days of your effective date of retirement to avoid the \$200.00 late filing fee.**